

OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
CONNECTICUT CAREERS TRAINEE
(Target Class of Retirement & Benefits Officer))

RETIREMENT SERVICES DIVISION – INVESTIGATION AND RECOVERY UNIT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Retirement Services Division, 55 Elm Street, Hartford, CT
Job Posting No: #584
Hours: Full-Time (40 Hrs. /week)
Salary: Starting: Bachelor's Degree - \$43,353 (AR 15-1); Master's Degree: \$44,920. (AR 15-2)
Second year trainee salary: \$49,607 (AR 15-5)
Closing Date: Must be received in the office by close of business (5:00 p.m.) May 23, 2014

The Office of the State Comptroller – Retirement Services Division is currently seeking qualified candidates to underfill a Retirement & Benefits Officer position as a Connecticut Careers Trainee. The selected candidate will be accountable for mastering the skills necessary to satisfactorily complete the training program for the Retirement & Benefits Officer position.

Example of Duties:

Receives training in the investigation of possible overpayment and recovery of retirement benefits due to non-compliance; Reviews and analyzes reports from Social Security and Workers' Compensation and determines impact on benefits; Reviews and analyzes data bases and retirement application files maintained of disability retirees for unreported income from outside earnings, Social Security and Workers' Compensation; respond to phone calls to assist disability retirees and their representatives in understanding their benefit payment rate calculations; review and recalculate retirement application files for final audit and processing to the Payroll Unit; prepares correspondence to retirees and their representatives to document and explain disability benefit calculations; researches records to locate retirees as necessary; supports the goals of the unit and the division including identifying and reporting problems and errors, performs other related duties as required.

Minimum Qualifications Required

Knowledge, Skill and Ability:

Oral and written communication skills; ability to acquire knowledge and skill required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and table; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

Experience and Training:

Possession of a Bachelor's or Master's degree.

Please Note: Appointment to position in the class shall be for a period not to exceed twenty four (24) months.

Note: The filling of the position will be in accordance with reemployment, SEBAC, transfer, promotion and merit Employee Rules, if applicable.

PREFERRED EXPERIENCE AND SKILLS:

- College training in accounting, finance, mathematics, or related fields
- Some experience involving Social Security, retirement and/or workers compensation benefits; data analysis or research
- Experience with Microsoft Office Suite of products (Word, Excel, Access, etc.) computer software a plus
- Customer Service Experience

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a completed signed State Application Form (CT-HR-12), college transcripts, proof of degree and resume (Original and one copy). (Please indicated the job posting number on the application form) no later than the closing date at the top of this form to:

Grace Soares, Human Resources Associate
Office of the State Comptroller/Human Resources Officer
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.